

AGENDA

COMMITTEE ON ACCOUNTS, ENROLLMENT AND REVENUE ADMINISTRATION

**July 11, 2006
Aldermen Pinard, Thibault
Smith, DeVries, Long**

**Upon Recess of BMA
Aldermanic Chambers
City Hall (3rd Floor)**

1. Chairman Pinard calls the meeting to order.
2. The Clerk calls the roll.
3. Chairman Pinard advises that Ordinances are to be considered for consistency with the rules of the Board, and required laws, and requests the Clerk to make a presentation relative to the Ordinances:

“Amending Sections 33.024, 33.035 and 33.026 (Airport Financial Manager) of the Code of Ordinances of the City of Manchester.”

“Amending Sections 33.024, 33.025 and 33.026 (Canine Handler Supervisor) of the Code of Ordinances of the City of Manchester .”
4. Chairman Pinard advises that a presentation having been made, if all is in order, a motion is in order to advise that the Ordinances presented are properly enrolled.
5. If there is no further business, a motion is in order to adjourn.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has approved Ordinance:

"Amending Sections 33.024, 33.025 and 33.026 (Airport Financial Manager) of the Code of Ordinances of the City of Manchester."

providing for the establishment of a new class specification, Airport Financial Manager, and is recommending same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote; Alderman Garrity absent)

At a meeting of the Board of Mayor and Aldermen
held June 6, 2006 on a motion of Ald. O'Neil
duly seconded by Pinard the report
of the Committee was accepted and its recommendations
(adopted) ~~(denied)~~

L. D. Bernier
Clerk

Respectfully submitted,

L. D. Bernier

Clerk of Committee

City of Manchester New Hampshire

In the year Two Thousand and Six

AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Airport Financial Manager) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Airport Financial Manager, Class Code 9926

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Airport Financial Manager, Class Code 9926, Grade 24

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Airport Financial Manager, Class Code 9926, Grade 24
exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

Proposed



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

| | |
|--------------------------|----------------------------------|
| Class Title | Airport Financial Manager |
| Class Code Number | 9926-24 |

General Statement of Duties

Manages Airport revenue, bond covenant compliance and accounting interface with City systems; plans, coordinates and supervises Airport accounting personnel; performs other related work as required.

Distinguishing Features of the Class

The principle functions of an employee in this class are to ensure that Airport revenue is managed in the most effective manner and to ensure that all Airport bond covenant compliance and Trustee requirements are met in a timely fashion. Work is performed under the supervision and direction of the Assistant Airport Director for Finance and Administration and the Airport Director, but considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all financial staff employees and related personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other city employees, outside auditors, business organizations and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Develops and manages the implementation of fiscal control measures and balancing mechanisms for the Airport's financial operations, including revenue analysis, cash balance determinations and weekly, monthly and annual reconciliation's;
- Researches and implements bond compliance measures for applicable statutory or regulatory requirements affecting cash flow or related public fiscal issues;

- Monitors the balancing of daily revenue, including the responsibility for all funds received;
- Handles all Airport responsibilities for long term debt;
- Processes timely transfers and principle interest payments for all of the Airport's long term debt instruments;
- Receives and evaluates Airport related competitive offerings as appropriate and recommends beneficial opportunities;
- Supervises, trains and evaluates employees involved in the Airport's financial operations, including direct supervision to ensure compliance with all applicable laws, regulations and general accounting standards;
- Assists the Airport Director and the Assistant Airport Director with the compilation and preparation of the Airport's Annual Audit Report and the accompanying Management Discussion and Analysis;
- Plays a major role in the preparation of the Airport's annual budget;
- Utilizes and manipulates the Airport's rates and charges financial model to assure optimum annual airlines rates and charges preparation; makes recommendations on same;
- Manages and maintains the Airport's Passenger Facility Charge (PFC) application and continuing requirements and collection process;
- Closely coordinates with the Assistant Airport Director for engineering and planning on all capital improvement projects; reviews and makes recommendations on the financial impacts of same;
- Closely coordinates with the Assistant Airport Director for Properties and Contract Management on all matters regarding the rental car Customer Facility Charge (CPC) and the accounting of same;
- Liaison with FAA regional and national personnel on all required financial compliance matters;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate superiors and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principle practices and new developments in assigned work areas;

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of revenue management processes;
- Comprehensive knowledge of financial analysis and reporting;
- Comprehensive knowledge of Generally Accepted Accounting Principles;
- Comprehensive knowledge of data processing technology as applied to financial and accounting functions;
- Comprehensive knowledge of financial office procedures and practices;
- Comprehensive knowledge of accounts payable, cost accounting and payroll processes;

- Comprehensive knowledge of FAA Pt.158 Passenger Facility Charge processes and procedures;
- Comprehensive knowledge of FAA financial reporting processes and procedures as they apply to airport revenue;
- Comprehensive knowledge of FAA Airport Improvement Program processes and procedures;
- Comprehensive knowledge of Airport/Airline Rates and Charges processes and procedures;
- Comprehensive knowledge of the Airport and the City budgeting processes and procedures;
- Thorough knowledge of current principles, practices and ethics used in receiving, disbursing, depositing and securing large amounts of public funds;
- Thorough knowledge of balance sheet and income statement transactions;
- Thorough knowledge of the principles and practices of personnel administration within the public sector;
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to supervise, train and evaluate the work of others;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Accounting, Finance or a related field; and
- Five years of experience in Accounting, including Airport and Municipal accounting, preferably with a CPA accreditation.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: _____ Date: _____



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
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www.ManchesterNH.gov



May 4, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for New Position/Class Spec, Airport

Dear Alderman Gatsas and Members of the Committee:

On behalf of Kevin Dillon, Airport Director, I am requesting the establishment of a new position and a new class specification. The new position/class specification that is proposed is an Airport Financial Manager, salary grade 24.

Mr. Dillon has studied his financial organization within the Airport. He has concluded that there needs to be a change in the duties and responsibilities of the Business Service Officer which will create a vacuum in the Financial Division. Specifically, if you will look at the proposed organization chart, there is a significant need for a high level financial person in the Property Management and Contracts Division. Therefore, Mr. Dillon would like your approval to move the Business Service Officer position to the Property Management Division. There is a need for a higher level financial position to include in depth knowledge of FAA financial requirements in the Division of Finance and Administration. As such, Mr. Dillon is proposing a new class specification which would meet the higher level of knowledge and experience that is much needed at the Airport to fulfill those requirements as well as to manage the day to day financial operations of the Airport.

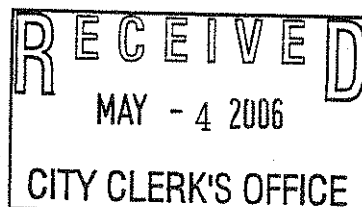
I am attaching a proposed class specification for your review and information. I am also enclosing a copy of a revised organizational chart.

Your favorable approval of these requests would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachments



[illegible]

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending Sections 33.024, 33.025 and 33.026 (Canine Handler Supervisor) of the Code of Ordinances of the City of Manchester.”

providing for the establishment of a new class specification, Canine Handler Supervisor, and is recommending same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote; Alderman Garrity absent)

at a meeting of the Board of Mayor and Aldermen

held June 6, 2006 on a motion of Ald. O'Neil

and seconded by Ald. Pinard the report

of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~

Respectfully submitted,

L. H. Berman

Clerk of Committee

L. H. Berman

City Clerk

City of Manchester New Hampshire

In the year Two Thousand and

six

AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Canine Handler Supervisor) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Canine Handler Supervisor

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Canine Handler Supervisor, Grade 17, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 9152, Canine Handler Supervisor (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

Proposed



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

| | |
|-------------------|---------------------------|
| Class Title | Canine Handler Supervisor |
| Class Code Number | 9152-17 |

General Statement of Duties

Responsible for supervising Canine Handlers and carries out administrative functions and record keeping in relation to the Canine Program.

Patrols airport facilities in the secure, sterile, and non-secure areas to promptly respond to threats that affect public safety or air carrier operations. Conducts canine training and/or patrols within the view of the public to provide a noticeable deterrent. Performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to **serve as the lead worker for and to participate with Canine Handlers in** conducting emergency and routine security sweeps for the detection or deterrence of explosive threats in the airport environment. The work is performed under the supervision **and direction** of the Airport Security Manager **but leeway is granted for the exercise of independent judgment and initiative. Ensures and participates in the coordination** and conducts **of** regular canine training. Performs daily canine care and ensures the health and welfare of the canine in order to optimize team performance. This highly specialized class is a working **supervisory** level civilian canine handler position inspecting airport facilities for the Airport, air carriers, and tenants. This position requires specialty training as provided by the Transportation Security Administration (TSA) in the management of canines dedicated to explosives detection. This position is responsible for the ongoing and continuous training and care of the assigned dog **as well as ensuring care of team dogs**. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other staff members, government agencies, law enforcement officials, Airport

tenants, other City employees and the public. The principal duties of this class are performed in both an indoor and outdoor work environment, often in extreme weather conditions. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.

**Examples of Essential Work
(illustrative only)**

- Supervises and performs a wide variety of tasks involved with the operation of a canine team in an airport setting;
- Monitors activities of the canine program to ensure safety, security and compliance with airport, state and federal regulations;
- Ensures that various reporting, training and response requirements of the program are met;
- Ensures that team members properly store and maintain training materials;
- Ensures that pertinent documentation is prepared and appropriate records are maintained;
- Ensures that proper scheduling is maintained;
- Maintains a presence on a rotating basis in operational areas of the airport during peak and non-peak hours.
- Maintains liaison with Airport Operations, Airport Law Enforcement Unit and Airport Fire Department as well as surrounding Law Enforcement Agencies and Canine Teams.
- Responsible for ongoing canine training as mandated by the TSA to include wide and narrow body aircraft, airline terminal and luggage, freight, warehouse and vehicles.
- Responsible for care and feeding of the canine, including maintaining the kennels in a sanitary condition.
- Maintains necessary training records as defined by the TSA. Operates an Airport Vehicle equipped with a kennel to transport the canine to various work sites and home.
- Uses explosive detection canines to inspect facilities, passengers, baggage, etc. for explosives.
- Enforces Airport security rules and regulations;
- Serves as a member of Airport emergency response team;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Writes reports as required;
- Performs other directly related duties consistent with the role and function of the classification.

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|--|
| Required Knowledge, Skills and Abilities (at time of appointment) |
|--|

Knowledge of:

- Techniques for dealing with the public and employees, in person, often where relations may be confrontational or strained;
- **Thorough knowledge of leadership and team building principles;**
- Record keeping principles and practices;
- Computer applications related to the work;

Skill in:

- Expressing verbal and physical enthusiasm to motivate the canine;
- Learning and applying information regarding airport procedures, topography, operations and facilities;
- Working without close supervision in both emergency and standard work situations;
- Assessing and prioritizing situations and determining appropriate response;
- Maintaining accurate records of training performed;
- Using initiative and independent judgment within established procedural guidelines;
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities;
- Speaking English effectively to communicate in person, on the radio or over the telephone;
- Accurately perceiving, soundly reasoning and correctly judging situations;
- Taking charge of and directing others in emergencies or other dangerous incidents;
- Writing accurate reports.
- Ability to learn and understand safe handling of explosives used in canine training according to TSA mandates;
- Ability to understand and follow principles and practices of canine handling techniques, motivation, care and feeding;
- Ability to learn and understand applicable laws, codes and regulations including Airport Security requirements;
- Ability to understand and follow safety principles, practices and equipment related to the work;
- Ability to train and handle a canine for the purposes of explosive detection;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Ability to learn and apply Airport security and safety rules and regulations;
- Ability to discern presence of hazards and/or potentially dangerous situations;

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- One year of fulltime work experience related to the care, handling and training of working canine used in security/enforcement; or
- Associate's Degree in Criminal Justice or some law enforcement training preferred;
- Experience in an airport or security setting is desirable;
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Must successfully complete the TSA Explosives Detection Handler Course during probation;
- Requires a three-year commitment upon successful completion of the course
- Must possess a valid New Hampshire Driver's License;
- Annual certification by the TSA Explosives Detection Handler program;
- Work extended shifts, which may include weekends and holidays;
- Take calls and be able to respond to the airport within a maximum of 45 minutes;
- On call status

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Capable of meeting all physical requirements specified in TSA guidelines for Explosive Detection Handler program;
- Must be able to stand and walk for extended periods of time; must be able to climb stairs.
- Must be able to care for the canine 24 hours a day, **at work and in home environment**;
- Work inside in noisy environments, and work outside in all weather conditions.
- Work with explosives;
- Exposure to unknown and potentially dangerous situations.

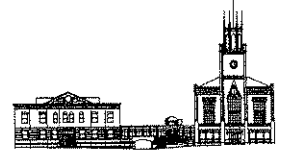
Approved by: _____ Date: _____



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
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Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
February 8, 2006



Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reclassification & New Class Specification

Dear Alderman Gatsas and Members of the Committee:

On December 19, 2005, the Board of Mayor and Aldermen approved the establishment of three new positions at the Airport. The positions are titled Canine Handlers. The salary grade for this classification is sixteen (16).

Since that approval, Kevin Dillon, Airport Director, has requested that one of the new positions be reclassified upward in order to have a lead worker. As such, Mr. Dillon is requesting the establishment of a Canine Handler Supervisor class specification. The salary grade for this new classification is recommended to be at a salary grade seventeen (17).

The base salary for a Canine Handler, salary grade sixteen is \$33,895. The base salary for a Canine Handler Supervisor, salary grade seventeen is \$36,268.

I am attaching a copy of the new proposed class specification for a Canine Handler Supervisor for your review and approval.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resource Director

Attachment

Cc: Kevin Dillon, Director

